

**Park City School District  
November 20, 2014  
Regular Session 4:00 PM**

**Members present**

Maurice Hickey, Nancy Garrison, Michael Boyle, Tania Knauer and Charles Cunningham participating via telephone.

**Staff Present:**

Ember Conley, Todd Hauber and Lorie Pearce

**Meeting called to order at 4:05 PM**

Board President Hickey called the meeting to order at 4:06 PM. Member Knauer led the pledge of allegiance.

**Consent Calendar**

**Member Boyle made the motion to approve the consent calendar as presented. Member Garrison seconded the motion. Motion passed unanimously.**

- A. Closed Minutes of October 21, 2014
- B. Regular Session Minutes of October 21, 2014
- C. Work Session Minutes of November 4, 2014
- D. Account Payable Registers of October 17, October 24, and November 4, 2014
- E. Superintendent Conference Travel
- F. SCC/Land Trust Update
- G. Calendar Committee Recommendations
- H. Personnel
- I. October Revenue and Expenditures

**LICENSED**

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>FTE</u>
Shelby Cornett	JRES	3 <sup>rd</sup> Grade Teacher	Full-time
Rachel McHenry	PPES	4 <sup>th</sup> Grade Teacher	Full-time
Sophie Moffat	PPES	3 <sup>rd</sup> Grade Dual Immersion Spanish Teacher	Full-time

**CLASSIFIED**

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>FTE</u>
Cathy Coburn	AQUATICS	Asst. Swim Coach	Part-time
Jack McMullin	AQUATICS	Lifeguard, Instructor	Part-time
Serena Reynolds	AQUATICS	Asst. Coach, Instructor, Lifeguard, Supervisor	Part-time
Yaneth Renteria	MPES	Instructional Asst. I	Part-time
Stacey Williams	MPES Comm. Ed.	Instructional Asst. II Kinder Program	Part-time
Michelle Connell	PPES Comm. Ed.	After-School Coord. Inst. Asst. II Kinder	Part-time

Julie Estabrook	PPES	Instructional Asst. I	Part-time
Young Kim	Transportation Bus Driver		Part-time

### Monthly Reports

**PCEA** - Jim Fleming stated that PCEA has three new members. The Negotiations team is in place. Jim, Heidi and Mike will be working on the Professional Agreement. The Negotiations team is willing to be trained in Interest Based Training. Elementary prep time is still a concern and they are trying to iron out some of the concerns. Many teachers feel that teachers and students are suffering because of the lack of prep time and what teachers are being asked to do outside of the classroom. Teachers should be able to use prep time to grade, plan, research. etc. This time should not be used for state or mandated programs.

**EIG** - Gayle Kilgore thanked all of the Board Members for their willingness to spend time with classified employees tomorrow as part of the Classified Employee day as designated by Governor Herbert. EIG thanked Board Members, Michael Boyle and Charles Cunningham for their support of the group. On behalf of EIG, Gayle welcomed new Board Members, Julie Eihausen and JJ Ehlers to the Board and said that EIG is looking forward to working with them for the upcoming year. Todd Klarich and Jen Ivers will be representing EIG for negotiations.

**PCCEA** - Maryann Gilmore, Education Support Professional Day is tomorrow and stated that without classified employees you can not run a school. ESP, November 19 is now known as take a Board Member to work day. Classified employee's make up one third of all employees within the school system, so we need to recognize what they do. Maryann is finally finished as the president, and the new Co-President's are Amy Jones, and Ali Gallagher. Rod Radcliff is the new Vice President.

**Student Council** - Adam Snyder presented information for Gender-Neutral Restrooms in the schools. Gender-neutral restrooms should be available for anyone to use. What is wrong with the current situation? Transgender and genderqueer people still face an undeniably large amount of discrimination. PCHS has a reputation of being inclusive and supportive of creating a harassment-free learning environment for all. Last year, an Anti-Bullying resolution was passed by the Park City School Board that stated that PCHS would "work to achieve an environment void of. . . bullying and social disruptions [in order to] to allow all community members to experience a more inclusive, friendly, and accepting setting." Adam will be working with Student Council and GSA to further these plans.

### **Superintendent Report**

Superintendent Conley presented her information to Board started off reminding everyone that we are a district "Seeking Excellence". Park City School District empowers students to develop their knowledge, skills, and potential as critical thinkers. We maximize resources for academic rigor and excellence through staff, programs, and technology that make learning relevant to the emerging world in which we live. The overarching goals of the district are: Increase learning and growth for students below proficiency in reading and math and to  
Increase rigor and engagement for students who are proficient or highly proficient

Superintendent Conley recognized Max Holm for being awarded the 2015 Jazz Education Network (JEN) Lou Fischer Co-Founder Scholarship.

Professional Learning Communities (PLC) is the vehicle that we are using to focus on all students. In talking with administrators, we desire to be a PLC District. We are below proficiency compared to state

averages for our Latino population. The goal is to Embrace PLC Model with full implementation complete by 2017-18 School Year. Starting in 2014-15, school learning plans will reflect appropriate benchmarking and timelines for full implementation of PLC Model with intentional planning of PD with expectation that by August of 2017-18 all grade levels and all contents are using model of collaborative teams using data to drive instruction.

Superintendent Conley provided information on sustainability. Areas of focus include water, natural gas, electricity, recycling. Partnership with Summit County and Park City Municipal.

Superintendent Conley touched briefly on the restructure of the After School Programs. This is for our interventions pieces. Science content, major area of weakness as shown in SAGE and Galileo.

Community Forum was presented to the community on November 13, 2014. Information was provided by Dr. McConnell and Dr. Einhorn regarding SAGE and Galileo data.

### **Ecker Hill Middle School Classified Employee of the Month**

Traci Evans thanked the Board for recognizing classified employees. It take everyone to run a school, and no ones job is more important than another. Mary Kelsch was recognized as the classified employee of the month. Mary is the first face that parents see at the school, and she goes the extra mile to welcome parents and students.

### **Ecker Hill Middle School Teacher of the Month**

Traci Evans thanked Jen Hales for her great job and recognized her as the Teacher of the Month. Jen is a ray of sunshine and she has a way of making connections with every student in her class. She has taken over Student Council and has grown that program along with Liz Thompson. She makes the most of everything.

Scott Malish is the sponsor for the Teacher of the Month and he was present and thanked Jen Hales for the outstanding job that she does.

### **Board Member Updates**

Member Knauer is still on her quest to attend at least one Community Council Meeting and PTO Meeting at all schools.

### Report:

#### **Professional Learning Communities at Ecker Hill Middle School**

Principal Traci Evans was before the Board to share with them the structure of PLC's at Ecker Hill. Traci explained that there are three components to the plan:

#### Ensuring that students learn - Learning for all

- Teachers will use a variety of engaging and developmentally appropriate instructional techniques to motivate and challenge students.
- Teachers know what needs to be taught (guaranteed viable curriculum) and use student data to inform their instruction.

#### A Culture of Collaboration - Teamwork

- Teams of teachers will collaborate to meet the learning needs of all students.
- A PLC Leadership Team was established and meets weekly.
  - A representative from each department is included on the team.

- The PLC leadership team serves as the key communication link between the administration and the faculty.
- All departments established norms.
- Common planning time was scheduled for every department.\*
- Weekly Department PLC meetings are held and minutes are submitted.

#### Focus on Results - Data-Driven Decisions

- Each department wrote and is implementing a SMART goal based on student learning outcomes.
- All staff members are learning how to best utilize data from Galileo and SAGE as well as classroom assessments to guide instruction.
- Redos, retakes and rewrites are done for students to reach mastery.
- English 7, Math Extension 6 and World Language classes are transitioning to mastery grading.

Next steps include:

- Continue building a shared understanding of PLCs.
- Continue unpacking standards and curriculum mapping.
- Become proficient in using Galileo to create common formative assessments.
- Continue to refine iTime and other reteaching/enrichment opportunities.
- Continue building capacity to transition to standards based/mastery grading.

#### **Auditors Report**

Ray Bartholomew with Squire and Squire was before the Board to present the 2014 annual audit. As auditors, there are three categories that they look for. The first one is material weakness, the second is significant deficiencies and the third is other matters. The report presented shows no weaknesses or deficiencies.

This year the district will retire all bonds. Over the last five years, there have been some changes in the fund balance. During the recession, this balance declined, but it is now consider very strong. Ray reported that this year, there is some marked progress in the district. He congratulated Todd and his group for managing the district budget.

Member Hickey mentioned that the make up of the Audit Committee will change in January due to legislative changes.

#### **Master Planning Update**

Todd Hauber updated the Board on the Master Planning Committee. Todd Hansen is providing to the committee, assessment information for each district facility. With this information, the committee can determine next steps.

The Committee has looked at the growth of projects and different developments within the district and trying to guess what the amount of project development will be in the next few years. This will help determine the impact on schools. Available property within the boundaries has been discussed, and we have found that are no large parcels. Economic and demographic student data was done to determine growth. The Committee has begun working on a priority list that the committee members can add items to be to determine which items are most critical for the district.

#### **Summer Project Update**

Todd Hauber presented the Summer Project Update for the Board to review. There is a total of 68 projects that were approved. Of those, 56% have been completed. Only six projects have gone over budget, but others have been under budget.

Member Knauer asked if Todd is watching the amount of money that is being spent on Treasurer Mountain due to the fact that this building may need a total makeover. She was assured that that is something that is always considered when spending money.

All projects will be done by June, 2015. Todd is now working with administrators to start reviewing the projects for the new year. Member Hickey thanked Todd Hansen for the job that he had done on the capital outlay projects.

#### Discussion

##### **Open and Closed School Discussion**

Todd Hauber presented the preliminary school open enrollment status for 2015-2016. Todd explained that each school has a maximum capacity, and the enrollment threshold is based on 90% of the maximum capacity number. The high school that has been opened in the past may be closed based on projected numbers. Trailside would also remain closed. Todd is estimating that there will be growth of about 123 students next year or 2.6% district wide.

The Board will determine which schools are open or closed at the December 9, 2014 meeting.

##### **Parley's Park Elementary Land Trust Revisions**

Parley's Park Elementary Principal Dave Gomez has requested changes to the Land Trust Plan. Dibels testing parameters and PLC Conference in March are the reason for the proposed changes.

##### **Academic Decathlon State Competition**

Matt Nagel is requesting permission to travel with 10-12 students to St. George, Utah in March of 2015 to attend the Academic Decathlon State Competition.

Member Garrison has asked if a female chaperone is going to be available to travel with the group.

##### **Academic Decathlon National Competition**

Matt Nagel is requesting permission to travel with 10 students to Garden Grove, CA on April 15-19, 2015 to attend the Academic Decathlon National Competition.

##### **High School Cheerleading Nationals**

Amy Mahoney and Jackie Fine are requesting permission to travel with 32 students to Las Vegas, Nevada on February 19-21, 2015 to attend the High School Cheerleading Nationals.

#### Decision

##### **Dedication at Trailside Elementary School**

Trailside Elementary Staff are requesting to dedicate the music room at Trailside Elementary as the "Linda Crowther Music Room" in her honor of the contributions she made to the students' music education. It is Superintendent Conley's recommendation that this be approved.

**Member Boyle made a motion approve the request. Member Knauer seconded the motion. Motion passed unanimously.**

Member Cunningham left the meeting.

### **Dance Company Travel Request**

Ashley Mott is requesting permission to travel to New York City, NY on April 7-11, 2015 to expose students to professional dance in New York.

**Member Garrison made a motion to approve the Dance Company Travel request.**

**Member Knauer seconded the motion. Motion passed unanimously noting the absence of Board Member Cunningham.**

Discussion on motion:

Member Boyle asked that when the requests come before the Board they should come in as a list so that Board Members know where they are being asked to spend funds. He would like to see the full context of what the financial obligations for the district is.

Member Knauer is concerned that some of the groups are receiving a disproportion amount of money that could be divided up more fairly between other groups.

### **Mid Winter Conference Travel Request**

Bret Hughes and Chris Taylor are requesting permission to travel to St. George, Utah on February 6-8, 2015 to attend the Utah Music Educator' Association Annual Mid-Winter Conference with 16 students.

**Member Boyle made a motion to approve the Mid Winter Conference Travel Request. Member Garrison seconded the motion. Motion passed unanimously noting the absence of Member Cunningham.**

### **Sandy Feldstein Festival Travel Request**

Bret Hughes and Chris Taylor are requesting permission to travel with 16 students to Indianapolis, Indiana to attend the Sandy Feldstein National Percussion Festival on March 11-15, 2015. Bret stated that it is the goal of the high school music staff to raise all of the funds for this trip. The total cost of this trip is \$27,000.

**Member Boyle made the motion to approve the Sandy Feldstein Festival Travel Request. Member Knauer seconded the motion. Motion passed unanimously noting the absence of Member Cunningham.**

Policies for Posting

Policy 4020 District Records Management

The Board is recommending that Policy 4020 District Records Management be posted.

Policy 7040 Extra Duty Assignments

The Board is recommending that Policy 7040 Extra Duty Assignments be posted.

Policy 7085 Employing Licensed Staff

The Board is recommending that Policy 7085 Employing Licensed Staff be posted.

Adjourn

Meeting adjourned at 6:08 pm.

**Member Boyle made a motion to adjourn to Closed Session on December 9, 2014 at 3:00 pm and Regular Session at 4:00 pm. Member Garrison seconded the motion. Motion passed unanimously noting the absence of Member Cunningham.**

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Maurice Hickey, President

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Michael Boyle, Vice President

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Nancy Garrison, Member

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Tania Knauer, Member

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Charles Cunningham, Member

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Todd Hauber, Business Administrator